

Retention and Classification Report

Agency: Brigham City (Utah). Public Works Department (3177)

1800 North 2000 West
Brigham City, UT 84302
(435)734-6615

Records Officer

26640 Building permits

AGENCY: Brigham City (Utah). Public Works Department

SERIES: 26640

3

TITLE: Building permits

DATES: 1960-

ARRANGEMENT: Chronological by date filed.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: 04/07/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until administrative need ends.

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(continued)

APPRAISAL:

Administrative

Building permits are retained because they have long term administrative need.

PRIMARY CLASSIFICATION:

Public